EdPolicyWorks, a joint collaboration between the Curry School of Education and the Frank Batten School of Leadership and Public Policy, at the University of Virginia seeks highly qualified applicants for a Research Specialist Advanced.

The Research Specialist Advanced-EdPolicyWorks maintains operational excellence across multiple large-scale research projects. The incumbent works across multiple EdPolicyWorks research projects designing and overseeing data collection and analysis processes. Responsibilities include but are not limited to: creating infrastructure and procedures for data tracking; creating datasets for analysis; creating systems for data cleaning and entry; creating variables for analysis; conducting multivariate regression analyses; using quasi-experimental and experimental methodologies to analyze program and policy impacts; conducting graphical analyses; outputting summary tables and figures; interpreting and synthesizing results in written format. Duties also include seeking new grant opportunities and working with Principal Investigators to disseminate study results for stakeholders and for scholarly publication and presentation.

A master's degree in education, public policy, economics or a related field is required, as are a minimum three years' experience in data management including the creation of data tracking systems and datasets for analysis. A doctoral degree is preferred and may substitute for experience. Experience conducting independent research on education policy is strongly preferred. Substantial knowledge and skill managing data for education and public policy research, including obtaining data files, merging and cleaning data, and outputting results, and strong data analytic skills are required. Ability to regularly meet deadlines and adhere to project timelines while delivering high quality results is a must. Ability to regularly meet deadlines and adhere to project timelines while delivering high quality results are essential, as is an understanding of research protocol, confidentiality, and compliance. Strong verbal, written, and interpersonal skills are required, as is the ability to write professional quality documents. Working knowledge of Microsoft Office (Access, Excel, Outlook, Word, PowerPoint) is required, as is knowledge of content managements systems and website design. Advanced knowledge of SPSS is also required.

To apply, visit http://jobs.virginia.edu and search on Posting Number 0620032. Complete an application online; attach a cover letter, and resume/curriculum vitae.

For questions about this position, please contact Ted Keefe at twk7b@virginia.edu.

The Curry School of Education and the University of Virginia welcome applications from women, minorities, veterans and persons with disabilities; we seek to build a culturally diverse intellectual environment. We are Equal Opportunity/Affirmative Action employers.